

***State of Washington
Department of Transportation
Notice to Consultants
Washington State Intercity & Rural-to-Urban Public Transportation
Network Plan***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to develop an intercity and rural-to-urban public transportation service plan in Washington State. The approximate dollar value of the consultant agreement will be \$150,000. WSDOT may award one (1) agreement. The agreement will be for approximately eight (8) months in duration with the option for WSDOT to extend it for additional time if necessary.

Project Description

The Washington State Intercity & Rural-to-Urban Public Transportation Network Plan will develop the State's vision and policy in regard to intercity and rural-to-urban public transportation services. In order to quantify mobility needs and prioritize public investment, this project will include the development and calibration of a multi-variable evaluation model. Primary objectives of the plan include enhanced coordination and connectivity between public and private sector services, the identification and filling of service gaps, improved interface between bus, rail, ferry, and aviation services, and consistent planning at the regional level. Ultimately, this plan seeks to identify and outline the program that will best meet basic mobility needs of vulnerable populations, promote practical travel mode options, and enhance the quality of life for all Washingtonians.

This plan will supersede the "Washington Intercity Public Transportation Network" dated July 1999. The new plan is hastened in part by Greyhound Lines' abandonment of twenty-one stops in the State of Washington, mostly in smaller rural communities. Rural mobility and intercity grant funds can help to restore and/or maintain intercity and rural-to-urban connections, but an up-to-date situation analysis, needs assessment tool, and focused public investment strategy are needed to guide policy development and financial support programs.

The purpose of this agreement is to develop an up-to-date, context sensitive, and stakeholder sustained plan for the development of intercity and rural-to-urban public transportation services in Washington State. Because of the State's great diversity in public transportation funding sources, highly individualized mobility requirements, and large number of public transportation providers, extensive planning and coordination is essential to achieving the best and highest use of limited resources. This plan will provide the foundation for determining how and where funding allocations could occur.

The State has a responsibility to support accessible, meaningful, and efficient intercity and rural-to-urban public transportation service throughout Washington. This duty is carried-out through a number of legislatively created programs, including the Medicaid Transportation Program, Rural Mobility Grant Program, and the Paratransit/Special Needs Grant Program. In addition, the WSDOT administers several Federal Transit Administration (FTA) programs, including Section 3037 (Job Access and Reverse Commute), 5310 (provides for special needs of

elderly and disabled), 5311 (local transit in non-urbanized setting), and 5311(f) (intercity transit.)

Monies allocated by the State and/or administered through the WSDOT should be based on clearly articulated policies. Whereas regional and local level entities are directly involved in the delivery of intercity and rural-to-urban public transportation services, it is essential to solicit their early and continuous input. However, because individual service provider interests are greatly localized, it is critical that the State 1) formulate meaningful service evaluation criteria, 2) create and promote a statewide plan for an intercity and rural-to-urban network, 3) outline basic standards for intercity and rural-to-urban service planning at the regional level, and 4) systematically carry out the State's plan through prioritized project funding.

It is therefore determined that the Washington State Intercity & Rural-to-Urban Public Transportation Network Plan is critical to the department's responsibilities, consistent with funded mandates from the Washington State Legislature and Federal Transit Administration, and inclusive of the regional, local, and individual needs of Washingtonians.

This project will yield the following deliverables:

I. Project Background/Context

Work Element 1.1 - Review of regulatory background and previous efforts/strategies.

Work Element 1.2 - Document historical evolution of intercity network in Washington and identify relative stability and/or volatility of intercity and rural-to-urban public transportation by corridor and mode.

Work Element 1.3 – Generate up-to-date inventory of intercity services, trips schedules, service provider interconnectivity, and other relevant operational details. Identify opportunities for improved efficiency, increased ridership, and other observations as appropriate. To include rail, ferry, and other publicly accessible services.

Work Element 1.4 - Review of recently completed local, regional, and state level intercity and rural-to-urban public transportation planning documents by region, corridor, and mode. Identify areas of shared need and overlapping long-range objectives.

II Data Collection and Needs Assessment

Work Element 2.1 - Identify information required for intercity and rural-to-urban service analysis. Develop and administer stakeholder surveys, interviews, and/or other quantitative/qualitative assessment tools as best suited. Tabulate, clean, analyze, and interpret results.

Work Element 2.2 - Forecast changes in demand for intercity and rural-to-urban public transportation services through 2015 (10 year horizon) based on demographic trends, public transportation ridership trends, population growth, population redistribution, and other variables as appropriate.

Work Element 2.3 - Develop needs assessment model for intercity and rural-to-urban public transportation service by corridor (as determined by public transportation dependency and market demand) and overall system functionality (gap analysis and intermodal connectivity). Adjust to local context and calibrate results.

Work Element 2.4 - Based on model output and quantitative/qualitative assessment: 1) Identify intercity and rural-to-urban corridors with ill-suited public transportation service levels; 2) Examine and evaluate overall system functionality for deficits in direct, connected, and complete intercity and rural-to-urban services and facilities.

III. Action Plan

Work Element 3.1 - Define terms and performance measures relevant to the plan. Develop goals, objectives, and policies.

Work Element 3.2 - Develop prioritized implementation plan and schedule.

Work Element 3.3 - Develop estimates for capital and operating expenses necessary to meet identified needs. To include financially constrained and unconstrained scenarios.

IV. Findings and Recommendations

Work Element 4.1 - Outline final report for review, including findings and proposed recommendations.

Work Element 4.2 - Identify and describe linkages with state, regional, and/or tribal planning documents relevant to intercity and rural-to-urban public transportation.

V. Integration of Planning Practices

Work Element 5.1 - Based on findings and recommendations, develop generalized content and presentation materials needed to facilitate consistent analysis of intercity and rural-to-urban public transportation needs and opportunities at the MPO/RTPO (Metropolitan Planning Organization/Regional Transportation Planning Organization) level.

VI. Final Report: 'Washington State Intercity and Rural-to-Urban Public Transportation Network Plan'

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm(s) on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime and Sub-Consultant);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/past performances (Prime Consultant Only); and

7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

WSDOT may conduct interviews during the selection process, but selection can be made based on information provided in the submittals without an interview phase.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested as well as a point value assigned to each criterion.

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until



WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, March 22, 2005:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS, including next day deliveries, must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7147. All questions regarding the technical aspect of this request should be directed to Mr. Daniel Wayne at 360-705-7909.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, February 15, 2005, and Tuesday, February 22, 2005.

Submittal Due Date: Tuesday, March 22, 2005.